

Southern Nevada Public Land Management Act ROUND 7 Nomination Package Requirements for Conservation Initiatives

I. ELIGIBILITY REQUIREMENTS:

The SNPLMA, as amended, authorizes the Secretary of the Interior to approve expenditure of the revenue in the SNPLMA Special Account for various categories including Conservation Initiatives on federal land in Clark and Lincoln Counties, Nevada, administered by the Department of Interior or the Department of Agriculture.

“Conservation Initiatives” are federal agency activities which promote conservation on federal lands including planning, implementation, monitoring, environmental impact statements, NEPA compliance and delivery of programs such as, but not limited to, litter and desert dumping clean-up and prevention, natural and cultural resource protection, recreation, habitat restoration, species management, environmental education, volunteerism and site stewardship. Research projects must demonstrate a practical application to management of federal lands in order to be accepted for consideration.

The Bureau of Land Management, Bureau of Reclamation, National Park Service, US Fish and Wildlife Service, and/or USDA Forest Service may receive funding for Conservation Initiatives.

II. GENERAL REQUIREMENTS:

1. Nomination period duration is 60 days, beginning June 12, 2006 and ending August 10, 2006.
2. Project is nominated by one of the following: Bureau of Land Management, Bureau of Reclamation, National Park Service, US Fish and Wildlife Service, and/or USDA Forest Service- for federal lands in Clark and/or Lincoln Counties, Nevada, administered by the Department of Interior or the Department of Agriculture.
3. All nomination packages for Conservation Initiatives are to be submitted to:

Nancy Christ, Conservation Initiatives Project Specialist
Bureau of Land Management - Las Vegas Field Office (LVFO)
Division of SNPLMA Acquisition, Improvement and Conservation Programs
4701 N. Torrey Pines Drive
Las Vegas, NV 89130.

4. Applicants are required to submit one (1) hard copy and one (1) electronic copy (3.5” disks or preferably CDs). Text should be created in MS Word “97” or higher. All text and images should be integrated into a single document on the disk or CD. This will require scanning maps, photographs & other documents which were not originally created or obtained electronically. Photographs & maps should be scanned in .JPG format for insertion into the text document. The electronic version must match the hard copy version
5. Late submissions cannot be considered.

6. Incomplete nomination packages cannot be considered. However, time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.
7. All nomination packages, including disks and CDs, become the property of the BLM LVFO Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.
8. Federal Managers are requested to provide the personnel required to present nomination packages to the appropriate subgroup, working group, and Executive Committee.
9. Please note significant revisions to the Implementation Agreement were approved by the Executive Committee on June 7, 2006. The revised Implementation Agreement can be found at: <http://www.nv.blm.gov/snplma/implementation/ia.htm>

III. NOMINATION PACKAGE REQUIREMENTS:

Nomination packages for Conservation Initiatives MUST include the following:

- ☐ A Project title which reflects and captures the nomination content.
- ☐ Contact person/project manager name, agency address, phone number, and e-mail address.
- ☐ A narrative addressing the following:
 1. A general description of the project.
 2. A description of the project implementation process.
 3. A description of the results and products of the project. Include a bulleted list of significant objectives and deliverables.
 4. If this nomination is a phased component of a project approved in a previous round or will have additional phases in future round (s), provide a list of all project phases and discuss the scope/objective of each phase. For previously approved projects include project name, project number, priority number, amount approved, and include a brief status update, including percent complete.
- ☐ A completed detailed cost analysis (attachment 1 - Expanded 3 Year budget).
- ☐ A completed Appendix B-7 Cost Estimate Sheet (attachment 2 – B-7).
- ☐ Letters or statements of support.
- ☐ Single agency nominations are to be initialed by the appropriate Federal Manager prior to submission
- ☐ Interagency nomination packages are to be coordinated between the participating agencies. A lead agency must be identified. Nominations are to be initialed by the Federal Manager of the lead agency prior to submission.

- ☐ A map printed on 8 ½” x 11” size paper depicting the location of the nomination, if applicable. If the nomination has numerous project sites in a wide area of operations (NRA, NCA, Wilderness Area, Refuge, etc.), submit a single map if possible.
- ☐ Narrative answering each of the following ranking criteria and factors:
 1. Project results in improved quality of federal lands? If yes, please discuss the following factors:
 - Protects cultural and/or natural resources.
 - Rehabilitates or restores cultural and/or natural resources.
 - Remediates the risk to environmental health and/or public safety.
 2. Project results in improved management of federal lands? If yes, please discuss the following factors:
 - Improves efficiency and/or reduction of overall federal cost in the management of cultural and/or natural resources.
 - Advances knowledge of cultural resources, natural resources and/or ecological systems with a demonstrated practical application.
 - Project products are useful and have a practical application without further funding.
 - Processes and/or results are exportable.
 3. Project provides opportunities to involve, inform and/or educate the public about the environment and about the management and responsible use of federal lands? If yes, please discuss the following factors:
 - Promotes the responsible use of federal lands.
 - Provides for increased utilization of volunteers.
 - Incorporates education about the environment.
 - Incorporates a public information process.
 4. Project sustains a successful SNPLMA conservation initiative?
 5. Project promotes cooperative conservation? If yes, please discuss the following factors:
 - Involves individual citizen groups or organizations in the development and accomplishment of resource management goals and other activities.
 - Encourages engagement of citizens, communities and others.
 - Addresses the needs of more than one agency federal agency.
 - Involves non-federal partners.
 6. Project demonstrates sound project management and quality control measures. If yes, please discuss the following factors:
 - Project goals and implementation processes are clear, achievable and demonstrable.
 - Deliverables and implementation plan are clearly articulated. Deliverables are measurable.
 - Project demonstrates sound science and management techniques.
 - Project evaluation processes are identified.

Attachment 1- Expanded 3 year budget - excel.xls

Project Title:				
	----- Expenses -----			
1. Planning and Environmental Assessment Costs	Year 1	Year 2	Year 3	Total
Specialist Surveys/Reports				\$0
NEPA				\$0
Permitting				\$0
Consultant Fees				\$0
Other				\$0
Subtotal	\$0	\$0	\$0	\$0
2. Direct Labor/Payroll to Perform the Project (use fully loaded labor rate)	Year 1	Year 2	Year 3	Total
Classification 1				\$0
Classification 2				\$0
Classification 3				\$0
Classification 4				\$0
Classification 5				\$0
Subtotal	\$0	\$0	\$0	\$0
3. Project Equipment (list equipment)	Year 1	Year 2	Year 3	Total
Item 1				\$0
Item 2				\$0
Item 3				\$0
Item 4				\$0
Item 5				\$0
Subtotal	\$0	\$0	\$0	\$0
4. Travel (airfare, car rental, per diem, etc)	Year 1	Year 2	Year 3	Total
Travel 1				\$0
Travel 2				\$0
Travel 3				\$0
Travel 4				\$0
Travel 5				\$0
Subtotal	\$0	\$0	\$0	\$0
5. Official Vehicle Use	Year 1	Year 2	Year 3	Total
Vehicle Use 1				\$0
Vehicle Use 2				\$0
Vehicle Use 3				\$0
Vehicle Use 4				\$0
Vehicle Use 5				\$
Subtotal	\$0	\$0	\$0	\$0
6. Required Training for Resource Protection Positions (including tuition and required books)	Year 1	Year 2	Year 3	Total
Training 1				\$0
Training 2				\$0

Attachment 1- Expanded 3 year budget - excel.xls

Training 3				\$0
Training 4				\$0
Training 5				\$0
Subtotal	\$0	\$0	\$0	\$0
7. Cost of Contracts and/or Agreements to Perform Project (list each contract)	Year 1	Year 2	Year 3	Total
Contract 1 Cost				\$0
Contract 2 Cost				\$0
Contract 3 Cost				\$0
CESU Cooperative Agreement:				\$0
Subtotal	\$0	\$0	\$0	\$0
8. Other Direct and Contracted Labor Costs	Year 1	Year 2	Year 3	Total
Agency Contracting Officer Representative				\$0
Agency Project Inspector				\$0
Agency Project Manager/Supervisor				\$0
Contracted Personnel to review surveys, designs/drawings, reports, etc				\$0
Contracted Project Manager/Supervisor				\$0
Subtotal	\$0	\$0	\$0	\$0
9. Other Necessary Expenses (see B-9)	Year 1	Year 2	Year 3	Total
Subtotal				\$0
Expense Summary	Year 1	Year 2	Year 3	Grand Total
Total	\$0	\$0	\$0	\$0

Appendix B-7

CONSERVATION INITIATIVES ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES

Project Name: _____ County: _____
Project #: _____ Priority #: _____
Prepared by: _____ Phone: _____ Date: _____

Identify estimated costs of eligible reimbursement expenses:

1. Planning and Environmental Assessment Costs (specialist surveys/reports including cultural resources, archaeology, wildlife, biology, environ-mental documentation, NEPA if required, etc.)	\$	_____	_____	%
2. FWS Consultation—Endangered Species Act	\$	_____	_____	%
3. Direct Labor (Payroll) to Perform the Project (including one dedicated lead/team member per agency)	\$	_____	_____	%
4. Project Equipment (including specialized equipment for resource protection officers)	\$	_____	_____	%
5. Travel (including per diem where official travel status required to carry out project, such as serve as COR, experts to review reports, etc.)	\$	_____	_____	%
6. Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out project)	\$	_____	_____	%
7. Required Training for Resource Protection Positions Funded by the Project (e.g., tuition and required books, etc.)	\$	_____	_____	%
8. Cost of Contracts, Grants and/or Agreements to Perform the Project	\$	_____	_____	%
9. Other Direct and Contracted Labor: Agency payroll for the Contracting Officer to do project procurement, COR, Project Inspector, Sec. 106 consultation if required, NEPA Lead, Project Manager, Project Supervisor, and subject experts to review contracted surveys, designs/drawings, plans, reports, etc.; Also covered is the cost to contract for a Project Manager and/or Project Supervisor if contracted separately from other project contracts)	\$	_____	_____	%
10. Other Necessary Expenses (See Appendix B-9)	\$	_____	_____	%
11. Balance of Contingency Funds	\$	_____	_____	%
TOTAL*:	\$	_____	_____	%

Estimated Key Milestone Dates:

- Contract Award Date (list for each contract): _____
- Final Completion Date (mm/dd/yyyy – must be through reimbursement request submittal): _____
- Total dollar percentage may be 100% of amount approved by the Secretary plus any contingency percentage approved by the Secretary for projects in a given round. Updated information on costs or preliminary bids may result in a total amount that is lower than the amount approved by the Secretary and a percent less than 100%. _____

COMMENTS:

APPENDIX B-9
Examples of Estimated Other Necessary Expenses

Category
ADMINISTRATION COSTS
Budget Tracking/Accounting and Execution
Allocation of Transferred Funds to the Region and to the Field*
Preparation of OMB Reports Required in Association with Transferred Funds*
Project Procurements and Contract Oversight (If any in addition to Direct Labor for the CO, COR, and PI already included on the Estimated Expense sheet)
Preparing Transfer Requests*
Transfer of Station cost (PCS) for Hiring Project Personnel
Managing Allocation of Transferred Funds*
Financial Audit Support
Supervision and Oversight of SNPLMA-Funded Staff and/or Contractors
Travel Administration for Required Project Travel
Human Resource/Relations Tasks for SNPLMA-funded Personnel
Preparing Quarterly Status Reports
Tracking Project Activities, Expenses, IGOs, Task Orders (e.g., project database management)
IT Services to Install Hardware/Wiring, Project-Required Software, and Maintain/Trouble Shoot Computers Used for SNPLMA Projects. Hours and costs must be tracked by project and based on percentage of time the computer(s) are used for those projects.
A percent of Project-Related Indirect Costs for Support Based on Staff Time Spent on the Project(s), provided these expenses meet the three criteria of necessary expenses and are not covered elsewhere in the cost estimate (Examples of such indirect costs would be secretarial support, printing, copying, cost-center expenses, etc.)
PROJECT CONSTRUCTION, CONSULTATION AND MANAGEMENT
Duties of Project Manager/Supervisor (If not already included on the Estimated Expense Sheet)
Construction Trailers and Utilities
Required Project Consultations (e.g., safety and fire; cultural and historic, ADA, etc.)
Public Scoping and/or Meetings for Environmental Review, Project Design, etc. (Does not include ribbon cutting or opening ceremonies for projects at or near completion.)
Review of Contracted Surveys, Assessments, Designs/Drawings, Reports (If not already included on the Estimated Necessary Expense Sheet)
Construction Site Security
Cell Phones, Cell Service, Radios for Project Personnel Primarily in the Field
Required Cultural, Wildlife, Biological, and other Similar Surveys (If not already included on the Estimated Necessary Expense Sheet)
Interest Required to be Paid on Construction Contract Retention Amounts
TEMPORARY OFFICE SPACE
Lease Costs for New Temporary Space
Design and Installation of Modifications to Meet Space Plan Needs
Set Up Fees for Utilities (Gas, Electricity, etc.)
Furniture and Fixtures
Required Modifications to Meet Codes
Computer Equipment (See section on equipment costs for limiting conditions)
Installation Costs for Computer Networks, Telephone Service